

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 3 Work Environment**

**Workplace Security Policy**

**Effective date**

**Revised**

**Number: 3.08**

**March 17, 2003**

The department seeks to provide a workplace that is safe and secure. If workplace security is compromised, the department will take the appropriate action as provided by law and policy.

**REFERENCES**

*Related DNR policies*

Conduct and Ethics 1.01

Employee Relations 1.02

Progressive Discipline 1.08

**DEFINITIONS**

*Firearm:* A gun, pistol, rifle, or any similar weapon.

*Workplace:* Any department-leased, owned or operated facilities and vehicles or equipment used by department employees or other places employees are located in the conduct of official business.

*Weapon:* An instrument for attack or defense.


**GENERAL PROVISIONS**

Any employee determined to be responsible for conduct that is threatening to people in the workplace may be subject to prompt disciplinary action up to and including termination of employment.

**Workplace security**

An employee should report all threats of or actual violence, suspicious behavior or activities, crimes in progress or committed, as soon as possible to their immediate supervisor, any other member of management or local law enforcement. The information provided should be as specific and detailed as possible. To maintain workplace safety and the integrity of any investigation, the department may suspend employees who are in violation of policy either with or without pay, pending investigation.

Upon notification, the supervisor or manager will take prompt action to assure the thorough investigation of all reports of threats, incidents of actual violence and suspicious behavior or activities. Appropriate action will be taken to remove the risk to workplace security.

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The identity of the individual making a report will be protected as much as practical.

Employees may not carry or possess a firearm on state owned property, the workplace or in state owned vehicles for unlawful or unauthorized purposes under state law. Only employees who are required to carry a firearm as part of their job and are licensed to do so are allowed to have firearms at work.

An exception to the above can be made for the dispatch of a nuisance or injured animal at state parks or state historic sites.

To maintain workplace security a supervisor may direct an employee to remove a weapon from the workplace.

#### **Physical violence in the workplace**

Physical violence in the workplace will not be tolerated.

The department encourages employees to try to settle any disputes or differences with each other first. If not possible the employees should seek the help of their supervisors, the Human Resources Director or the Employee Relations Officer before the situation escalates into potential violence. The department is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.